



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

SENIOR PROCUREMENT SPECIALIST

PN# 103872

Public Works & Engineering Department

Right-of-Way & Fleet Maintenance Division

Fleet Maintenance

7101 Renwick*

7:00am – 4:00 pm *

*Subject to change

9

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Plans and directs the procurement of complex, high-tech and capital equipment, materials and services on a competitive basis and oversees the creation of contract specifications and standards for the City or a large City department characterized by industrial and/or high-tech operations and/or facilities. Develops, interprets, reviews and recommends new or improved City and/or departmental procurement policies and procedures to ensure economy and efficiency of operation. Researches, writes, evaluates and approves complex bid proposals, contracts and specifications for the purchasing of complex, high-tech and capital equipment, materials and services. Confers with City engineering, operations, maintenance and other technical personnel to develop detailed and technical specifications. Researches and recommends type and quality of materials, supplies and equipment.

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WORKING CONDITIONS

This position is physically comfortable, the individual has discretion about walking, standing, etc.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Materials Management, Engineering, Purchasing or a field closely related to the work being performed. Professional purchasing experience may substitute for the above education requirement on a year-for-year basis.

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MINIMUM EXPERIENCE REQUIREMENTS

Six years of progressively responsible professional experience in purchasing technical materials, equipment and/or services of performing cost benefit and/or specification analyses are required.

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MINIMUM LICENSE REQUIREMENTS

None

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PREFERENCES

None

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SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

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SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 27
\$1678 - 2,337 Biweekly \$43,628 - \$60,762 Annually

18

OPENING DATE

April 6, 2005

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CLOSING DATE

April 19, 2005

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APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number (Telephone Device for the Deaf) is (713) 837-9496.**

An equal opportunity employer